

**HOWARD PAYNE UNIVERSITY
2024 BI-WEEKLY PAY SCHEDULE**

(*BI-WEEKLY PAYDAY IS ALWAYS ON FRIDAY, UNLESS OTHERWISE NOTED)

TIMESHEETS DUE (no later than NOON)	FOR PAY PERIOD	PAYDAY
December 8 *	December 10 - December 23	**** January 2 **** (Tuesday)
January 8	December 24 - January 6	January 12
January 22	January 7 - January 20	January 26 3rd Payroll of month-no deductions withheld other than GuideStone
February 5	January 21 - February 3	February 9
February 19	February 4- February 17	February 23
March 4	February 18 - March 2	March 8
March 18	March 3 - March 16	March 22
April 1	March 17 - March 30	April 5
April 15	March 31 - April 13	April 19
April 29	April 14 - April 27	May 3
May 13	April 28 - May 11	May 17
May 24 *	May 12 - May 25	May 31 3rd Payroll of month-no deductions withheld other than GuideStone
June 10	May 26 - June 8	June 14
June 24	June 9 - June 22	June 28
July 8	June 23 - July 6	July 12
July 22	July 7- July 20	July 26
August 5	July 21 - August 3	August 9
August 19	August 4- August 17	August 23
August 29*	August 18 - August 31	September 6
September 16	September 1 - September 14	September 20
September 30	September 15 - September 28	October 4
October 14	September 29 - October 12	October 17
October 28	October 13- October 26	November 1
November 11	October 27- November 9	November 15
November 19 *	November 10 - November 23	November 26* 3rd Payroll of month-no deductions withheld other than GuideStone
December 9 *	November 24 - December 7	December 13

NOTE:

***The payrolls on Jan. 26, May 31 and Nov,26 will not have deductions withheld other than GuideStone

Timesheets due by NOON on December 8, due to the Christmas Holiday

Timesheets due by NOON on March 4, due to Spring Break & Payday is early on May 31

Timesheets due by NOON on May 24, due to Memorial Day

Timesheets due by NOON on August 29, due to Labor Day

Payday is early on October 17, due to Fall Break

Timesheets due by NOON on November 19, due to Thanksgiving Holiday and payday is early on November 26

Timesheets due by NOON on December 9, due to the Christmas Holiday

Timesheets due by NOON on December 13, due to the Christmas Holiday

****The 1st 2024 payroll will be on January 2, due to the holiday.

2025

December 10, 2024 *	December 8 - December 21	**** January **** (Friday)
January 6, 2025	December 22 - January 4	January 10